

December 3, 2018

Mayor McDowell called the **Organizational Meeting** to order at 4:00 PM.

Present: Mayor McDowell, Trustee DeWolf, Trustee Eckberg, Trustee Appleby, Trustee Kallusch

Absent: none

Public Present: 1

Business conducted as follows:

MOTION by Trustee Kallusch seconded by Trustee Eckberg approving Heather Perce to be hired as the Planning and Zoning Board Clerk starting Dec 3rd 2018 at \$12.00.

Motion carried all voting aye.

MOTION by Trustee DeWolf seconded by Trustee Kallusch approving the attached list of Mayoral appointments. Motion carried, all voting aye

MOTION by Trustee Appleby and seconded by Trustee Eckberg to approve

The following Emergency Command Structure was established, 1st Mayor McDowell, 2nd Deputy Mayor Kallusch, 3rd Trustee DeWolf.

Motion carried all voting aye.

MOTION by Trustee DeWolf, seconded by Trustee Kallusch, that all meetings of the Sodus Point Village Board of Trustees will be conducted in accordance with Roberts Rules of Order. Motion carried, all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee Eckberg that the regular meetings of the Sodus Point Village Board of Trustees will be held the third (3rd) Thursday of each month at **6:30 PM** in the Village Hall.

Motion carried, all voting aye.

MOTION by Trustee Eckberg, seconded by Trustee Appleby, that the meetings of the Village of Sodus Point Planning Board will be held on the first (1st) and third (3rd) Monday of each month at 7:00 PM in the Village Hall. Motion carried, all voting aye.

MOTION by Trustee Appleby, seconded by Trustee Kallusch, that the meetings of the Village of Sodus Point Zoning Board will be held on the second (2nd) and forth (4th) Tuesday of each month at 7:00 PM in the Village Hall. Motion carried, all voting aye.

MOTION by Trustee Eckberg, seconded by Trustee DeWolf granting approval for the Mayor to authorize Village employees to attend dinners and meetings, seminars, conferences and training in connection with Village business, all reasonable expenses to be paid by the Village. Motion carried, all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee Eckberg, the following resolution was adopted

WHEREAS the board of trustees has determined to pay mileage reimbursement to officers or employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village.

NOW THEREFORE BE IT RESOLVED

1. That the board of trustees will approve reimbursement to such employees at the federal rate per mile.
2. That this resolution is effective immediately.

Motion carried, all voting aye.

MOTION by Trustee Eckberg, seconded by Trustee DeWolf, setting July 5, 2019 and December 26, 2019 as floating holidays for full time Village employees.

MOTION by Trustee Kallusch, seconded by Trustee Eckberg to authorize the Clerk-Treasurer to pay prior to board/audit meeting the following (but not limited to) in order to prevent assessment of late fees or additional charges such as freight.

Debt service

Deposits for schools and conferences

Utilities bills

Medical/dental insurance

Paychex, Inc.

Motion carried, all voting aye.

MOTION by Trustee Eckberg, seconded by Trustee Appleby, authorizing the Mayor and Village Clerk Treasurer to apply for the following:

State Aid

Consolidated Highway Aid (CHIPS)

Any other grant monies that should become available at no cost to the Village of Sodus Point.

Motion carried, all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee Eckberg the following resolution was adopted

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are now required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village involved in the procurement process, now therefore be it

RESOLVED, that the Village of Sodus Point does hereby adopt the procurement policy which was updated in January 2016 and is intended to apply to all goods and services which are not required by law to be publicly bid.

Motion carried all voting aye.

MOTION by Trustee DeWolf, seconded by Trustee Eckberg, the following resolution was adopted

WHEREAS, Section 452 of the General Municipal Law and Section 11-1118 of Village Law requires Villages to relevy unpaid water and sewer rents plus penalties to the annual tax levy

SO BE IT RESOLVED, that the Village of Sodus Point Mayor and Board of Trustees authorize the Village Clerk Treasurer to relevy unpaid water and sewer rent accounts plus accrued penalty on the 2019-2020 year Village taxes due June 2019 pursuant to New York State Village Law section 11-1118 and New York State General Municipal Law section 452

Motion carried all voting aye.

MOTION by Trustee Eckberg, seconded by Trustee Appleby, the following resolution was adopted

SO BE IT RESOLVED, that the Village of Sodus Point Mayor and Board of Trustees request the collection of delinquent Village Taxes for the 2019-2020 year due June 2019 by the County of Wayne pursuant to Wayne County Local Law #4-1978 and section 1442 of the Real Property Tax Law; and be it further,

RESOLVED, that the Village Clerk/Treasurer is hereby authorized and directed to send a certified copy of the resolution together with the account and certification described in Subdivision 3, Section 1436, of the Real Property Tax Law to the Wayne County Treasurer in accordance with the provisions of Section 2 of Wayne County Law 4-1978.

Motion carried all voting aye.

MOTION by Trustee Appleby, seconded by Trustee Kallusch the following resolution was adopted

Whereas, the Village of Sodus Point Board of Trustees employed Lee Walter to perform the OMB A-133 audit of internal control over financial reporting, and
Whereas, the audit for the fiscal year ending May 31, 2018 was completed by Mr. Walter on October 25, 2018, and

Whereas, no deficiencies were disclosed and no significant or material misstatements were presented in the records for which procedures were performed for the period ended May 31, 2018,

It is hereby resolved that the Village of Sodus Point Board of Trustees acknowledges that the required audit was conducted and accepts such audit.

Resolution adopted all voting aye.

MOTION by Trustee Eckberg, seconded by Trustee DeWolf that the next Village Organizational Meeting will be held on December 2, 2019 at 4:00 PM in the Village Hall. Motion carried, all voting aye.

MOTION by Trustee Appleby, seconded by Trustee Eckberg to continue with the Code of Ethics for the Village of Sodus Point as adopted by the Village Board on September 20 2012.

Motion carried all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee Eckberg to continue with the Workplace Violence Prevention Program as adopted by the Village Board on March 21, 2013.

Motion carried all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee DeWolf to continue with the Drug Free Workplace Policy as adopted by the Village Board on December 21 2017.

Motion carried all voting aye.

MOTION by Trustee Eckberg, seconded by Trustee DeWolf to continue with the Asset Disposal policy along with a required asset disposal form as adopted by the Village Board on December 21 2017

Motion carried all voting aye.

The Board was given a Sexual Harassment Prevention Policy to review and discuss at the December 20th meeting.

MOTION by Trustee Appleby seconded by Trustee Kallusch to move to executive session to discuss personnel.

4:30PM.

Motion carried all voting aye.

MOTION by Trustee Appleby seconded by Trustee Kallusch to adjourn from executive session and return to the regular meeting.

5:00PM

Motion carried all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee Appleby, to adjourn the Organizational Meeting at 5:01PM. Motion carried, all voting aye.

Tracy B. Durham, Clerk/Treasurer